

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-045
AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-043A**

**Management Analyst
70425C00/80522C00
GS-0343-11
\$52,708 - \$68,521**

ANNOUNCEMENT DATE: 31 January 2005
CLOSING DATE: 22 March 2005

SELECTING OFFICIAL: Deputy Human Resources Officer

APPOINTMENT FEATURES: Excepted Service
Officer Grade

POSITION LOCATION: Directorate for Human Resources
Joint Forces Hqtrs - Sacramento, CA

THIS POSITION MAY REQUIRE SOME TRAVEL 1 – 5 DAYS PER MONTH

**OFFICER CANDIDATES AND ACADEMY OF MILITARY SCIENCE ELIGIBLE INDIVIDUALS
MAY APPLY.**

This position is located in the Human Resources Office of the National Guard. The purpose is to manage all full-time manpower requirements; provide manpower advisory services for all state levels of command; perform position management for technician requirements; and assist in management of Army National Guard technician payroll appropriations and disbursements. May accomplish work through the use of an automated personnel system.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army/Air National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: OFFICER GRADE THROUGH O-3. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE THROUGH O-3 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU.

CONTINUED ON NEXT PAGE

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GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit to Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

b. **Specialized:** Must have 36 months specialized experience which demonstrates a detailed knowledge of the National Guard organizational structures, functions, procedures and techniques; experience in practices, theories, techniques, and methods of management; experience in analyzing and interpreting policies, procedures of higher headquarters/management as to applicability to current policies and procedures; experience in presenting and discussing complex matters in a clear and convincing manner; and experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices.

DESIRABLE: SELECTEE MUST POSSESS OR BE ELIGIBLE FOR A SECRET SECURITY CLEARANCE.

c. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. To be creditable, copies of college transcripts are required.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Knowledge of National Guard Organization structures, functions, procedures, and techniques.

b. Ability to apply practices, theories, techniques, and methods of management.

c. Ability to analyze and interpret law, rule, regulation, policies, and procedures.

CONTINUED ON NEXT PAGE

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- d. Ability to present oral and written communications, discuss complex matters in a clear and convincing manner.
- e. Skill in working with people from various trades and backgrounds.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN OFFICER: ARMY: 42B, FA 43, FA 45, FA 49, FA50, FA 59; AIR: AFSC 33SX, 36PX, 65FX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY
EMPLOYER**

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL
GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.